



OUR LADY'S HIGH SCHOOL
ACCEPTABLE USE OF SCHOOL E-MAIL FACILITIES

- I agree to use my access to the school's email system ('FirstClass') in a responsible way.
- I will always send emails that are polite, sensible and responsible.
- I will look after the security of my email log-in and password details. I will not share this information or allow it to be accessed and used by others. I understand that I will be considered responsible for all emails sent using my password.
- I understand that the school monitors the use of email facilities and has the right to access my email files if there is evidence that email privileges are being misused.
- I will only use school email for educational purposes.
- I understand the very serious consequences of sharing or accessing any materials that will be part of an SQA assessment.
- I will not send emails to staff without receiving their permission.
- I will not use school email for personal or social reasons.
- I will keep myself and others safe when using emails by not giving out:
 - my full name or age
 - my home address
 - my home telephone number
 - my photograph
 - other personal information
 - personal information about others
- I will tell a teacher if I see or receive emails that are offensive or unpleasant.
- Emails and emails attachments can contain bugs and viruses that damage computers. If I am suspicious about the source of an email, I will delete it immediately, without opening it.
- I will only share by email material that is free from copyright. I will ask my teacher if I am not sure.
- I will regularly tidy up my email folder by deleting out of date emails.
- I understand that email files are automatically deleted after three months. To avoid losing valuable materials, I will save to another folder attachments that contain important information.

Pupil's name: Class:

Pupil's signature: Date: